



July 30, 2014

IOWA BULLETIN NO. IA340-14-1

SUBJECT: SPA – IOWA QUALITY REVIEW GUIDE (INTERIM)

PURPOSE. To distribute Iowa's Quality Review Guide (Interim) and provide the list of offices and dates for fiscal year (FY) 2014 Quality Assurance reviews.

EXPIRATION DATE. September 30, 2015

Quality Assurance reviews are conducted to evaluate the leadership and management skills of the line officers and the effectiveness of policies, activities, and programs. The reviews provide managers with the information and feedback needed to establish future management strategies by:

- Self-evaluation by the field, area, and state on issues identified through the process.
- Evaluation of the current management, including the results and effectiveness of implementation of the Agency's Strategic Plan, Business Plan, mission, and related management activities.
- Documentation that the State Leadership Team will evaluate to determine if issues need a strategic response by the State Leadership Team.
- Review of identified strategic issues to improve the effectiveness/efficiency of NRCS operations.

The attached Quality Review Guide (Interim) cancels General Manual (GM) 340 – SPA – Amendment IA1 (Part 404) and will be used until further policy is updated in the GM. This also serves as Appendix – A in Iowa's Quality Assurance Plan dated May 23, 2007. Also attached are editable versions of the templates contained in the review guide.

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FY14 Review Schedule:

Area office review of field office:

Area	Location	Review Dates
Area 1	Onawa Field Office (Monona County) Sergeant Bluff Field Office (Woodbury County)	August 18 – 22, 2014
Area 2	Indianola Field Office (Warren County)	August 26 – 28, 2014
Area 3	Waverly Field Office (Bremer County)	October 9 – 10, 2014
Area 4	Greenfield Field Office (Adair County)	August 11 – 13, 2014
Area 5	Malcom Field Office (Poweshiek County)	September 9 – 11, 2014

State Office review of area office:

Area	Location	Review Dates
Area 3	West Union Area Office (West Union, Iowa)	October 6 – 8, 2014

As a follow-up to the reviews, an action register will be maintained on the Iowa SharePoint site, which will be accessible by the affected offices. The assistant state conservationist for field operations (ASTC-FO) will monitor progress of field office reviews and follow-up with appropriate persons regarding action items. The Assistant State Conservationist for Operations (ASTC-O) will monitor progress of the area review and will follow up during Leadership Team meetings regarding action items.

Additionally, the ASTC-O will compile results and disseminate the information statewide to all employees.

If you have any questions, please contact Jon Hubbert, Assistant State Conservationist for Operations, at 515/284-6655 or by email at jon.hubbert@ia.usda.gov.

/s/Jay T. Mar
State Conservationist

Attachments